



## EVENT MANAGEMENT PLAN 2025 - 2029

### Version Control Table

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## Summary

Goomfest utilizes a beautiful space in Wangoom to create an all-inclusive music and art festival that exposes the community to local and out of town bands. The festival creates space for patrons to enjoy live music and art in a safe stimulating environment. The festival aims to expose the community to quality music and inspire people to get more involved in the art and music scene.

The festival will take bi-annually every two years, this plan will overview the next three events on 15/2/25 - 16/2/25 , 13/2/27 - 14/2/27, 17/2/29 - 18/2/29. The events take place over the course of one day and one night with free camping. Selling up to 700 tickets we will scale the resources to match the capacity each year. Doors will open at 1pm and music will go until late. The festival will include art installations and food stalls. Music will start at 1pm on the Saturday and finish at 3:00am on the Sunday of each event. There will also be music between 10am and 2pm on the Sunday.

The Event will host a maximum of 700 patrons for the 2025, 2027 and 2029 events.

## Venue Details

**Address:** 362 Saint Marys Road, Wangoom 3279, VIC

**Owner:** [REDACTED]

See attached documents 'GF 2025 – 2029 Site Plan' & 'GF 2025 - 2029 Traffic Map' for site layout

## Event Times

**Goomfest 2025-** 15/2/2025 Doors open 1pm. Patrons need to leave by 2pm 16/2/2025

**Goomfest 2027 –** 13/2/2027 Doors open 1pm. Patrons need to leave by 2pm 14/7/2027

**Goomfest 2029 -** 17/2/2029 Doors open 1pm. Patrons need to leave by 2pm 18/2/2029

## Staff

██████████ - Event Manager / President / Emergency Officer / Safety Officer - ██████████

██████████ - Second In Charge / Secretary / Vice President - ██████████

██████████ - Production Manager - ██████████

██████████ - Fire Safety Officer - ██████████

## Event Objective

We aim to offer the local community a platform for experiencing music, art, and fostering connections. Our event provides a stage for local artists, musicians, and businesses to showcase their talents and build new networks in the community. On top of existing projects we hope to inspire individuals within the region to initiate their own new projects, events, or businesses.

Above all, Goomfest prioritizes social connection. We recognize the importance of safe and inclusive spaces for nurturing and building relationships. Goomfest is meticulously designed to create an environment that encourages authenticity and fosters connections among attendees. This includes ensuring safety, promoting inclusivity, and cultivating an authentic atmosphere where individuals can feel truly connected to themselves and each other.

## Environment Management

Volunteers will be patrolling the area throughout the events to assure that rubbish is accurately disposed of and that the general environment is being respected. Where possible, sound will be projected away from the local residents, businesses or interested parties who may be affected by any noise pollution. Please see the 'Audio Management' section for further information. Waste management volunteers will patrol with rubbish bags during and post event. It will be a glass free event to prevent fire and safety hazards. There will be bins clearly labelled for rubbish and recycling

around the site. Following the event volunteers will sort and dispose the rubbish in the appropriate skips. See 'Waste Management' section for more details.

## Marketing Plan

- Community radio will assist with promotional advertising.
- Online and social media will be prevalent and will include paid online marketing and advertising through Facebook and other social channels.
- We will notify local tourism, social, council and gig listing guides to get listed on local event pages and notice boards.

## Permits and Insurance

Public Liability Insurance for \$20,000,000 will be arranged and will be confirmed by the council before each event date. Insurance has not been purchased at the time of supplying these plans as the organiser is delaying any costs due to risk of event cancellation in the currently unstable industry. PLI insurance will be part of the permit conditions and will be supplied before the event goes ahead. A Temporary Planning Permit will be approved by the council. There is no need for liquor licensing. There will be a vendor selling alcohol on site which will have all the necessary licensing and permits. All food vendors obtain their own public liability insurance as well as the appropriate Moyne Shire food licensing.

## Safety and Security

Goomfest values safety as the most important factor at each event. We create safety through the language used and communication to patrons prior and during the event. We put in place numerous strategies to maintain a consistent audience of returning patrons, to create a sense of community and safety. We have developed a community with a no tolerance to harmful behaviour at events. This increases safety at events as harmful behaviour is less likely in a environment in which it is not

supported. This also facilitates an environment in which patrons will work with security to report and prevent harmful behaviour.

Goomfest strives to contract the best and safest security team possible. We brief each security member on the event values, communication plan, emergency plans and crowd control plan. A clear communication plan is established with the security team.

There are numerous factors that reduce the risk and security requirements at Goomfest events. These include -

**Size of the Event:** The small crowd and small physical area of the site reduces risk on site. The site is a manageable size with plenty of space to safely host the maximum estimated attendees.

**Location:** The rural location and 12km distance from Warrnambool reduces risk.

**Type of Audience:** Goomfest events have a diverse range in age of attendees. Ranging from 18 years to 70 year old. This regulates the energy of the crowd and reduces risk.

**Type of Music and Performers:** Goomfest hosts a range of music genres, ranging from rock to folk and jazz, this reduces risk at events.

**Previous Incidents:** There has been very limited incidents that have required security at the previous 5 Goomfest events.

The factors that increase risk include -

**Alcohol at the Event** – The event is BYO and there is a vendor selling alcohol at the event. This increases risk.

**Younger demographics** - A significant percentage of attendees are between 18 and 30 which can increase risk at events.

**Camping** – The event does go overnight and patrons camp on site. This increase risk.

Considering the above factors the following number of security members will be contracted at the events. The event will adjust the amount of security to match the amount of tickets sold at each event. This is to adapt to the uncertainty of ticket sales in the present industry. This number is deemed suitable based on above mentioned factors and experience from previous Goomfest events. The amount of crowd control officers will be as follows -

**300 Patrons – 3 Guards**

**400 Patrons – 4 Guards**

**500 - 5 Guards.**

**Between 600 and 700 – 6 Guards.**

The security staff will be managed by the event manager and emergency officer. The Security are in place to disseminate any inappropriate behaviour or risks. Security will attend to any adverse behaviour to the best of their ability, if adverse behaviour persists the authorities will be contacted. Violence will not be tolerated at the events. Anyone displaying violent, disorderly or inappropriate anti-social behaviour will be asked to leave and where necessary security staff will call the appropriate emergency services if required. Drunken, disorderly or drug related behaviour will not be tolerated or encouraged at the event. Individuals displaying drunk, disorderly or drug related behaviour will be asked to leave the event by security. Where required, taxis or transport will be arranged by facilitators to remove that individual from the event site. Drugs will be strictly prohibited at this event.

All Security, first aiders and management staff will have a handheld radio on them throughout the event. There will also be a radio based at the main entrance. This allows for a clear line of communication and a coherent process for identifying risks and their location. Any of the above issues or behaviour will be radioed in with the appropriate location to security.

It is stated on the terms and conditions that Goomfest maintains the right to search patrons vehicles for prohibited items on arrival. Volunteers at the main entrance will ask patrons to pop their boots and the volunteers will scan for prohibited items. Any patrons trying to enter with prohibited items will be turned away at the gate.

See '**Appendix A & B**' for details.

See '**Appendix D**' for incident report.

## Incident Reporting

All incidents are to be reported to the event manager on the day of the event. Any incidents deemed unsafe, anti-social, disorderly is to be documented in an incident report. Police, ambulance or other emergency services will be reported to should there be any incidents that require notification.

See '**Appendix D**' for incident report.

## Risk Management

Leads will all be 2 meters above or under rubber matting and tagged/tested prior to use. Police will be informed of events occurrence and consulted as to site/management. First-aid will be provided by an external contractor TBC. There will be a first aid tent with walls stocked with Water, Sunscreen and first aid supplies. There will be two qualified first aid staff onsite throughout the event.

Consultation with council, CFA, Police and Ambulance Victoria will take place prior to events.

Volunteers will be informed of procedures and protocol in cases of emergency, injury, fire etc.

Volunteers will be clearly visible with high vis when directing traffic. Any hazards on site will be appropriately signed or marked. Site management and volunteers will be actively responding to hazards or issues as they arise. If the weather becomes hazardous the event will be cancelled.

Any grassland vegetation where the event is held including festival area, car parking and tent sites as well as areas adjacent to be mown grass, including roadside between bitumen and fence line.

Adjacent areas to the North and West of festival site to have vegetation modified to a standard agreed after inspection by CFA. Main grass areas of the site will be watered in the months leading up to the event to keep the grass green and decrease fire risk.

See '**Appendix A, B, C, E, F, G**' for details.

## Significant Emergencies and Evacuation

MC will announce any evacuation required. A pre-recorded alarm will sound from the PA.

For evacuation details see '**Appendix E**'



## Health and Safety on Site

We will supply sunscreen, water and shade for staff and public at the festival. Patrons attending are encouraged to bring their own as well. First aid will be provided by an external contractor TBC. The first aid tent will be stocked with water, sunscreen and first aid supplies. Two first aid staff will be on site throughout the event. There will also be numerous volunteers and staff onsite with their level 2 first aid. The provisions of marquees and shade sails will be setup on site for attendees. These are identified on '2025 – 2029 GF – Site Plan'. The vehicles will be kept separate from the camping area throughout the event. Security will also monitor vehicles throughout the event. Drainage of the camping area will be contained on site. Hand sanitiser will be placed in numerous locations on site and patrons will be encouraged to regularly sanitise hands.

See '**Appendix G**' for details.

## Traffic and Transport

The event will promote car sharing to assist in the reduction of cars and congestion of traffic and to promote attendees safety. Patrons will be encouraged online and via ticketing info to travel to the festival via Saint Marys road, this will decrease congestion at the entrance. Prior Goomfest events have had no issues with traffic congestion. The volunteers were able to keep the ticketing process quick and traffic flow stable. We predict that by keeping this system similar with the addition of a few enhancements and extra staff there should be no issues. There will be volunteers responsible for keeping patrons to designated parking areas, directing human and vehicle traffic and the event MC will provide call outs where applicable if areas are obstructed or restricted areas have been breached. There will be adequate parking space in the designated paddock.

See '**Appendix C**' for traffic management plan.

Or '**2025 – 2029 GF - Traffic Map**' for traffic routes.

## Volunteers

All volunteers will be easily visible with lanyards. Volunteers directing traffic will be wearing high vis. All volunteers will be briefed on the evacuation process and how to actively identify hazards. All volunteers will go through the Safety Management Plan prior to event.

See '**Appendix E**' for evacuation plans.

## Food and Beverage

There will be three food vendors operating at the event and one vendor serving alcohol. Location of vendors can be seen on the separate document '2025 – 2029 GF – Site Plan'. The vendors will hold their own public liability insurance and adequate licensing. The vendors will be registered on Street Trader. The Vendors will have a separate water supply and wash up facilities. Wastewater from Vendors will be disposed of by a liquid waste service. Vendor power will run from a 32 amp 3 phase point on site. Food vendors aim to be sustainable and create minimum waste.

See '**Appendix E**' for emergency details regarding food vendors

See '**Appendix I**' for list of vendors.

## Waste Management

There will be 10 waste bins, 10 recycle bins onsite each will be of 240 Litres. Bins will be clearly labelled to insure the appropriate disposal of waste. There will also be two 8 cubic meter skips for recycling and rubbish. The waste management will be assessed following each year's event and increased for subsequent events if needed. Volunteers will rove the event with rubbish bags. Proceeding the event volunteers will patrol the area to remove any leftover rubbish. The waste manager will continually ask attendees to collect rubbish and use the bins provided. Bins will be monitored and emptied into the appropriate skips for disposal following the event. The event will be glass free. This will be communicated via email and social media prior to the event. Patrons will be given compostable bags for rubbish and cardboard boxes for recycling to sort their waste. Volunteers will rove the site to empty, replace and adjust bins every 2 hours. Every 2 hours the site bins will be empties into the appropriate skip. The Skip bins will be removed from site within 12 hours of the events completion. Wastewater will be disposed of by a liquid waste service. There will

be clear access to remove wastewater from toilets throughout the event via entrance 2 (identified on '2025 – 2029 GF – Site Plan'). Volunteers will clean, restock and refill toilets every 3 hours. Sanitary facilities will be disposed of by Coats Hire on the Sunday. The creation of waste during the event will be reduced via no single use plastics, as well as food vendors using eco-friendly plates and cutlery for food. Stuart Pyers is the Waste Manager throughout the event.

Bin location is shown on separate document labelled '**2025 - 2029 - Waste Map**'.

## Entertainment

There will be 10 acts during the event as well as multiple DJ's. There will be multiple art installations on site. There will be a secure inside area for band and staff equipment as well as a separate inside toilet for staff and musicians. See '2025 – 2029 GF - Site Plan' for site layout.

## Audio Management

Goomfest events will provide quality sound and production. We understand the necessity of professional audio technicians and assuring that the wider communities needs are adhered to.

At Goomfest we will ensure that we do everything possible to prevent noise pollution to surrounding residents, provide safe audio levels for patrons, adhere to EPA, notify local residents of the event and provide great production quality for patrons and musicians.

The audio engineer in charge is - Phil Dekked: 0477 047 355

The music will occur within the following times.

### **Goomfest 2025**

15/2/25 2:00pm – Music Starts	16/2/25 3:00am – Music Stops
16/2/25 10:00am – Music starts	16/2/25 2:00pm – Music Stops

**Goomfest 2027**

13/2/27 2:00pm – Music Starts                      14/2/27 3:00am – Music Stops

14/2/27 10:00am – Music starts                      14/2/27 2:00pm – Music Stops

**Goomfest 2029**

17/2/29 2:00pm – Music Starts                      18/2/29 3:00am – Music Stops

18/2/29 10:00am – Music starts                      18/2/29 2:00pm – Music Stops

For further details refer to **'Appendix H'**

## Toileting

We will adjust the amount of toilets to match the amount of patrons at each event. With the ratio of 2 toilets per 100 patrons, with a minimum of 8 toilets. Toilets include sanitary bins and handwash basins. There will also be 1 urinal and 1 hand wash basin per 100 patrons. There will be 1 disabled toilet at the events and a separate indoor toilet for staff and bands. Toilets will be cleaned and sanitized every 3 hours throughout the event. Signage will be placed in toilets to encourage patrons to sanitize before and after use. Toilets will be emptied by Coates Hire. Toilet location is show in the separate **'2025 – 2029 GF -Site Plan'** document.

## Water

There is a 10,000 litres water tank and a 15,000 litres tank on site with water stations at the base for the use of patrons and staff. There will also be water containers in the first aid tent and site office. These are identified on the separate document **'2025 – 2029 GF - Site Plan'**.

## Site Layout

There is a separate document displaying the site layout labelled **'2025- 2029 GF - Site Plan'**.

## Covid-19

Goomfest acknowledges the risks that COVID-19 presents to running our events. Goomfest prioritizes patron wellbeing at each event. Hand sanitiser has been placed numerous areas of the site for patron and staff use. Cleaning procedures have been increased to prevent spread of viruses. The management team will review the most up to date health advice from the government prior to each event.

## APPENDIX A

SEE ATTACHED '2025- 2029 GF - APPENDIX A - HAZARD RISK ASSESSMENT'

## APPENDIX B

SEE ATTACHED '2025 - 2029 GF - APPENDIX B - RISK MANAGEMENT INSPECTION CHECKLIST (Pre-Event)'

## APPENDIX C

SEE ATTACHED '2025 – 2029 GF - APPENDIX C - Traffic Management Plan (TMP)'

## APPENDIX D

SEE ATTACHED '2025 2029 GF - APPENDIX D - INCIDENT REPORT'

## APPENDIX E

SEE ATTACHED '2025 - 2029 GF - APPENDIX E - Fire Danger Management Plan (FDMP)'

## APPENDIX F

SEE ATTACHED '2025 - 2029 GF - APPENDIX F - Fire Danger Rating Policy'

## **APPENDIX G**

SEE ATTACHED '2025 - 2029 GF - APPENDIX G - First-Aid'

## **APPENDIX H**

SEE ATTACHED '2025 – 2029 GF - APPENDIX H - Audio Management'

## **APPENDIX I**

SEE ATTACHED '2025 - 2029 GF - APPENDIX I - Food and Beverage Vendors'

## **APPENDIX J**

SEE ATTACHED '2025 - 2029 GF - APPENDIX J – Terms and conditions'